

18 October 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Mission Statements and Organizational  
Charts

REFERENCES : a. Memorandum from EO/DDA, dated 26  
September 1974, subject as above  
b. Official Routing Slip, dated 9  
October 1974, from EO/DDA

1. As requested, proposed changes in the mission and function statement and the organizational chart for the Office of Medical Services are attached.

2. These proposals reflect the results of an organizational review as well as appropriate consideration of the recommendations of the May 1974 Position Management Survey of the OMS conducted by the Office of Personnel. OP concurs in our current proposals.

3. Essentially, the changes proposed are as follows:

a. Mission and function statement:

(1) Revised paragraph (k)

(2) Added paragraph (n)

b. Organizational chart:

(1) Deletion of the Assistant Director for Clinical Activities and insertion of the Medical Systems Development Officer (this exchange actually occurred in November 1973).

CL BY: 011950

31 December 1982